

Instructor Instructions for Sona

Getting into the Sona System.

1. E-mail Niels Christensen (pchristen@radford.edu) with your name, **course name**, **time**, and **section number**.
2. You will receive an email from Sona when your account has been added to the system. Your username is assigned by the administrator, which is typically your Radford username plus “_inst” (e.g., jsmith_inst). Although Sona does not allow you to change your username, you may change your password when you log-in (follow the **My Profile** link).

Tracking Student Participation

1. Go to <http://radford.sona-systems.com> and log-in.
2. Select the **Course Reports** link.
3. Typically, you will want to select the **All Participants (Students)** link for your course.
4. Once selected, there are links at the bottom for printer-friendly versions and for exporting the data.

Key Dates:

Close date (last day of **scheduled experiments**): **Last day of classes**

Reporting date (last day for students to **assign credit**): **Sunday immediately before finals**

Questions:

If your *students* have any questions or problems with the Sona system, please contact:

Amanda Kaberline
adkaberline@radford.edu

If you (the *instructor*) have any questions or problems with the Sona system, please contact:

Niels Christensen – 405 Russell Hall
pchristen@radford.edu x6643